

Kickapoo Tribe in Kansas Position Description

Position: Environmental Water Resource Specialist

Reports to: Natural Resource Director

Status: Full time – Non exempt

Position Summary: This position is responsible for implementing the Water Quality EPA -106 project. A variety of related functions will be under the direction and guidance of the Natural Resource Director.

Knowledge, Skills, and Abilities Requirements:

1. Researches funding sources for environmental programs and writes proposals to secure continued funding and new funding for these programs.
2. Gathers current, scientific, and regulatory data for environmental education materials and tribal newsletters.
3. Working knowledge of the current principles, techniques, and terminology relating to the environment and its effects on public health.
4. Must possess excellent verbal and written skills and be able to communicate ideas and concepts adequately.
5. Ability to comprehend and interpret environmental control laws, rules and regulations.
6. Assess the water of surface streams, creeks and rivers throughout the Kickapoo Reservation.
7. Independently collect water samples and operate analytic instruments in the field in a manner consistent with written standard operating procedures.
8. Shall review, evaluate and report water quality data to the supervisor and Tribal Council as requested.
9. Shall be responsible for developing and maintaining a positive working relationship with a variety of State and Federal agency representatives and the general public living on and near the Kickapoo Reservation.
10. Shall be responsible for identifying and directing the future work of the water quality component of the Tribe's EPA office.
11. Other related duties as assigned by supervisor.

Specific Duties:

1. Operate analytic meters in the field in a manner as described in their operating manuals to access environmental contamination of surface water bodies and record the results in field notebooks.
2. Maintain custody of water samples and deliver them to the analytic laboratory.
3. Review and evaluate analytic laboratory reports for the water samples collected, organize the data, create spreadsheets and store analytic data.
4. Interpret analytic water quality data, draw conclusions and prepare technical documents summarizing the findings, including interim and final project reports.
5. Assist in the development and maintenance of the Surface Water Quality Assessment Quality Assurance Project Plan.
6. Attend and successfully complete training programs as assigned.
7. Maintain field equipment as described in operating manuals.
8. Attend regional and state water quality meetings as assigned by supervisor.
9. Identify water quality issues of concern to the Tribe and design assessment project to evaluate these concerns and document their significance.
10. Understand and implements the concepts and protocol described in the Quality Assurance Project Plan.

Related Duties:

1. Prepare written reposts and technical documents of findings.
2. Provide information and education to members of the Kickapoo Tribal Community.
3. Advise and guide other Tribal agencies whenever possible.
4. Develop proposals for water quality and other environmental projects, which will benefit the tribe.
5. Act as a liaison between the Bureau of Indian Affairs and the Kickapoo Tribe in Kansas in water resources related projects.

Minimum Qualifications:

1. Shall have an undergraduate degree in Biology or Environmental Sciences or related scientific discipline and one year experience in Water Resource Management.
2. Shall have the ability to prepare written communications and make oral presentations.
3. Must be proficient operating work processing and spreadsheet computer software.
4. Shall possess a valid state driver's license and be fully insurable under tribal insurance policy.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicant's consideration shall be given to applicants without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

"I have read the above position description, and will confirm to all aspects if hired.
(Initials _____).

Employee Signature

Date